
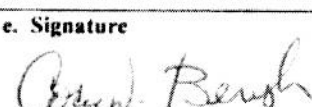
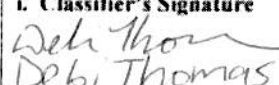


United States Environmental Protection Agency POSITION DESCRIPTION COVERSHEET		1. DUTY LOCATION Atlanta, GA		2. POSITION NUMBER 70434	
3. CLASSIFICATION ACTION a. Reference of Series and Date of Standards Used to Classify this Position US OPM PCS for Equal Employment Opportunity Series, GS-0260, TS-49, 11/1980.					
Official Allocation	b. Title Equal Employment Specialist	c. Pay Plan GS	d. Series 0260	e. Grade 12	f. CLC 001
4. Supervisor's Recommendation	Equal Opportunity Specialist	GS	0260	12	
5. ORGANIZATIONAL TITLE OF POSITION (if any)		6. NAME OF EMPLOYEE Lisa McKinley			
7. ORGANIZATION (Give complete organizational breakdown)		c.			
a. U.S. ENVIRONMENTAL PROTECTION AGENCY		f.			
b. Region 4		g.			
c. OPM		h. Employing Office Location			
d. Civil Rights Section, Office of Civil Rights		i. Organization Code TOAA0000			
8. SUPERVISORY STATUS					
<input type="checkbox"/> [2] Supervisor or Manager. Position requires the exercise of supervisory or managerial responsibilities that meet, at least, the minimum requirements for application of the General Schedule Supervisory Guide (GSSG) or similar standards for minimum supervisory responsibility specified in other position classification standards. <input type="checkbox"/> [4] Supervisor. Position meets the definition of Supervisor in 5.U.S.C. 7103(a)(10), but does not meet the minimum requirements for application of the GSSG. <input type="checkbox"/> [5] Management Official. Position meets the definition of Management Official in 5.U.S.C. 7103(a)(11), but does not meet the GSSG definition of Supervisor/Manager or the definition of Supervisor in 5.U.S.C. 7103(a)(10). <input type="checkbox"/> [6] Lead Position leads a team performing one-grade interval work and meets the minimum requirements for application of Part I of the Work Leader Grade Evaluation Guide (WLGE) or is under a wage system and meets similar minimum requirements as specified by those job standards or other directives of the applicable pay system. <input type="checkbox"/> [7] Team Leader. Position leads a team performing two-grade interval work and meets the minimum requirements for application of Part II of the WLGE. <input checked="" type="checkbox"/> [8] All Other Positions. Position does not meet any of the above definitions. This is a non-supervisor/non-managerial position.					
9. SUPERVISORY CERTIFICATION I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships and that the position is necessary to carry out governmental functions for which I am responsible. The certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations					
a. Typed Name and Title of Immediate Supervisor Naima Halim Chestnut, EEO Officer		d. Typed Name and Title of Second-Level Supervisor Cory Berish, Deputy Assistant Regional Administrator			
b. Signature 	c. Date 7/28/2011	e. Signature 		f. Date 7/28/2011	
10. OFFICIAL CLASSIFICATION CERTIFICATION: I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.					
a. Promotion Potential <input checked="" type="checkbox"/> This position has no promotion potential <input type="checkbox"/> If position develops as planned and employee progresses satisfactorily, this position has known promotion potential to grade:					
b. PSB Risk Designation <input checked="" type="checkbox"/> 1 Low <input type="checkbox"/> 2 Moderate <input type="checkbox"/> 3 High Security Clearance Required: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	c. Financial Disclosure Form <input type="checkbox"/> OGE-450 Required <input type="checkbox"/> OGE-278 Required <input checked="" type="checkbox"/> No financial disclosure forms required	d. "Identical, Additional" (IA) Allocation This position <input type="checkbox"/> may be IA'ed <input checked="" type="checkbox"/> may not be IA'ed <input type="checkbox"/> is limited to current incumbent	e. FLSA Determination <input type="checkbox"/> NONEXEMPT <input checked="" type="checkbox"/> EXEMPT* (*check exemption category) <input checked="" type="checkbox"/> Administrative <input type="checkbox"/> Professional <input type="checkbox"/> Executive	f. Functional Classification Code -	
g. Bargaining Unit Code 8888	h. Check, if applicable: <input type="checkbox"/> Medical Monitoring Required <input type="checkbox"/> Extramural Resources Management Duties () % of time <input type="checkbox"/> This position is subject to random drug testing ()		i. Classifier's Signature  Debi Thomas		j. Date 8/5/11
k. REMARKS Reassignment Action: OPM - 11-187					

Pen & ink change made to
Org. name/code due to
reorg. Effective 10/24/12

INSTRUCTIONS

I. ITEMS

- 1) **DUTY LOCATION:** Show the geographical location of the position, e.g., Washington D.C., New York, NY, etc.
- 2) **POSITION NUMBER:** To be completed by Human Resources Office or Shared Service Center.
- 3) **CLASSIFICATION ACTION:** To be completed by Human Resources Office or Shared Service Center.
- 4) **SUPERVISOR'S RECOMMENDATION:** Show the title service (GS, WG, etc) series and grade recommended by the supervisor.
- 5) **ORGANIZATIONAL TITLE:** Indicate the organizational title of the position if any, e.g., Division Director, Team Leader, etc.
- 6) **NAME:** Name of Employee. If vacant, indicate "vacancy."
- 7) **ORGANIZATION:** Show the organizational designation of the position starting with the first subdivision under the EPA. Indicate the official organizational code for the lowest approved organization.
- 8) **SUPERVISORY/MANAGERIAL DESIGNATION:** To be completed by immediate supervisor.
- 9) **SUPERVISORY CERTIFICATION:** To be certified by the first and second line supervisors who are delegated the responsibility for assigning and reviewing work. Reference appropriate delegations, manuals, and guidelines for limitations on signatory authority. Approval by second line supervisors is not required if the immediate supervisor is an Assistant Administrator, Regional Administrator or Laboratory Director. Signing the position description is an important responsibility; any intentional false or misleading statement in this description or willful misrepresentation thereto is a violation of the law punishable by a fine of not more than \$10,000 or imprisonment of not more than 5 years, or both (18 U.S.C. 1001).
- 10) **OFFICIAL CLASSIFICATION CERTIFICATION:** To be completed by Human Resources Office or Shared Service Center.
- 11) **REMARKS:** To be completed by Human Resources Office or Shared Service Center.

II. ADDITIONAL INSTRUCTIONS

Type the duties and responsibilities of this position on plain bond paper and attach to this form.

For specific instructions on how to complete this form, please contact your Human Resources Office or Shared Service Center.

III. DISTRIBUTION

Original to official position description file in the Human Resources Office.
Copy to Official Personnel Folder (OPF)
Copy to Employee

Equal Employment Specialist
GS-260-12

INTRODUCTION

This position is located in the Office of Policy and Management, Office of Civil Rights, EPA Region IV. The primary purpose of the position is to serve as the Equal Employment Opportunity Specialist in performing day-to-day and project oriented functions as they relate to civil rights and equal opportunity. These functions include preparing and implementing the Region's Title VI program for external compliance, advising managers and supervisors of the role of the special emphasis programs, providing oversight to the Special Emphasis Program Managers, and coordination of activities as it relates to the Office Policy and Management's responsibilities for Minority Academic Institutions.

DUTIES

- Develops, coordinates, and implements the Region's civil rights, equal opportunity and Title VI (external complaints) programs.
- Coordinates Office of Civil Rights responsibilities for reporting under Minority Academic Institutions (MAI) initiatives; including outreach coordination and recruitment activities. Develops workshops and educational programs.
- Coordinates the Region Title VI program including analyzing for Environmental Justice implications and trends in underserved communities. Including working with HQ Office of Civil Rights to ensure that recipients of EPA financial assistance and others comply with the relevant non-discrimination requirements under federal law.
- Defines equal employment opportunity problem areas under Title VI, identifies reasons for problems and establishes equal opportunity goals where shortfalls exist.
 - Advises management regarding goals that have been previously established in the Title VI program.
 - Briefs management on their progress as it relates to equal opportunity issues under Title VI.
 - Could include conducting investigations and providing analysis of affected communities.
- Provides advice and assistance to the Special Emphasis Program Managers in the Region which includes the Federal Women's Program, Black Employment Program, Hispanic Employment Program, People with Disabilities Employment Program, Asian Pacific American Employment Program, Veteran's Employment, and the American Indian Employment Program.

- Provides input on issues of Diversity.
- Develops, implements, and monitors the Region's Affirmative Employment Plan as it relates to recruitment, hiring, promotions, training, upward mobility, etc. to assure that goals are achieved.
- Gathers, reviews, computes and summarizes statistical data to assure compliance with specific provisions of affirmative action plans and makes recommendations to the EO Officer to determine if there is any equal opportunity impact.
- Collects, compiles, maintains, and reports on employment data to determine progress in achieving EEO goals.
- Reviews regional workforce data to identify under-representation and proposes action to EO Officer to correct any problem areas. Prepares data in graphs, charts, and other formats for presentation.

Factor 1- Knowledge Required by the Position

Level 1-7, 1250 Points

- Knowledge of laws, regulations, Executive orders, procedures and policies governing Federal Equal Employment Opportunity and skill in applying this knowledge to perform a variety of independent, complex work assignments.
- Knowledge of laws, regulations, Executive orders, procedures and policies governing external Equal Employment Opportunity compliance and skill in applying this knowledge to perform a variety of independent, complex work assignments.
- Knowledge of the special equal opportunity problems encountered by women, people with disabilities, and members of other minority groups in the workforce or those seeking employment in the Federal system, including cultural and linguistic barriers and skill in developing concrete action plans and applying conventional fact-finding and analytical methods to develop recommendations for eliminating barriers to equal opportunities.
- Knowledge of the organizational structure, management policies, procedures, and practices of the Region including the functions of subordinate organizations, and the composition of their workforce by occupation, grade level, race, sex and other relevant characteristics.
- Knowledge of the requirements and administration of the Federal personnel management system which includes the basic principles of recruitment, selection, labor relations, appeals and grievances, pay and position classification.

- Knowledge of Minority Academic Institutions and the working relationship between federal entities.
- Skill in communicating effectively, orally, and in writing with managers and employees at all levels of the organization.
- Skill in gathering information, analyzing, making recommendations and resolving complex problems.
- Skill in retrieving data from the Region's Personnel Management System and statistical analysis as required in day-to-day operations, formulation of the Affirmative Employment Plan, and reporting, hiring, and promoting accomplishments within the Region.
- Skill in diversity regarding all aspects of equal employment and equal opportunity including skill in working with a diverse workforce.

Factor 2 – Supervisory Controls Level 2-4, 450 Points

Works under the general supervision of the Regional Equal Opportunity Officer .

The supervisor sets the overall objectives and resources available. The employee and supervisor collaborate in developing deadlines and approaches to unusual or particularly sensitive problems. The employee exercises judgment in planning and carrying out the assignment and selects the appropriate techniques to complete the assignment most adequately. The employee advises the supervisor when major unexpected problems or significant controversial issues arise. Completed work is reviewed in terms of fulfillment of the assignment objectives within established target dates.

Factor 3 - Guidelines Level 3-4, 450 Points

Guidelines include laws, Executive Orders, policy statements, and government wide or agency directives. Guidelines may also include broadly stated or incomplete procedural manuals, which are often inadequate in dealing with unusual cases.

The employee exercises initiative and resourcefulness in extending or redefining guidelines or deviating from established procedures.

Factor 4 – Complexity Level 4-4, 225 Points

The employee performs complete assignments with widely varying duties including the complete cycle of fact-finding, problem definition and identification, determining cause and effect relationships, making conclusions, and recommending a decision or proposing action. Comprehensive analyses of broad policies and practices of the Region and organizations are also performed by the employee.

Factor 5 - Scope and Effect Level 5-4, 225 Points

The work involves conducting projects to solve broad, difficult and complex equal employment opportunity problems through fact-finding, analysis and consulting efforts.

The work results in resolution of a wide variety of problems and affects the equal employment opportunity of many people.

Factor 6 - Personal Contacts Level 6-3, 60 Points

Personal contacts are with people outside of EPA such as attorneys, equal employment opportunity specialists from other agencies, union officials, or community organization representatives, in addition to management officials within EPA, employees with the Region, and employees at EPA Headquarters. Contact also includes present or former employees, job applicants, and the general public. The content of each contact is different and the role or authority of each party is identified and developed during the course of the contact.

Factor 7 - Purpose of Contacts Level 7-3, 120 Points

Contacts are for negotiating and/or clarifying on procedural points and conducting formal or informal interviews of witnesses or other persons having information essential to a complaint case or to persuade individuals. These contacts may require the use of skill in conducting meetings to obtain desired results.

Factor 8 - Physical Demands Level 8-1, 5 Points

The work is generally performed in an office setting. There is some travel required.

Factor 9 - Work Environment Level 9-1, 5 Points

The work environment involves everyday risks which require ordinary safety precautions typical of such places as offices, conference rooms, training rooms, libraries, or commercial vehicles. The work area is adequately lighted, heated, and ventilated.

Total Points: 2,790

GS-12

Extramural Resources Management Duties Checklist

This checklist must be used with all PDs to identify the percentage of time an employee is engaged in duties related to managing contracts, grants, cooperative agreements, and interagency agreements. For positions requiring performance of these duties for 25% or more of the employees time, in addition to this checklist, such duties must also be described in the body (major duties area) of the PD.

Employee Information		Percentage of Time Spent on Extramural Resources Management	
Name	Lisa McKinley	<input checked="" type="checkbox"/>	This position has no extramural resources management responsibilities.
Position Number			Total extramural resources management duties occupy less than 25% of time.
Title	Equal Employment Specialist		Total extramural resources management duties occupy 25% to 50% of time. These duties are indicated below and described in the position description.

Series/Grade	240-12	<input type="checkbox"/>	Total extramural resources management duties occupy more than 50% of time. These duties are indicated below and described in the position description.
Organization	Office of Policy and Management		

When this checklist is used as an amendment to a position description, the following signatures are required:

Supervisor's Signature	[Signature]	Date	7/26/11
Personnel Specialist's Signature	[Signature]	Date	8/1/11

Part 1. Contracts Management Duties

		<input type="checkbox"/>	Monitors management and performance of delivery orders/work assignments after award
Pre-award:			
	Plans Procurements		Defines scope of work for work assignments
	Estimates Costs		Approves payment requests of ACH drawdowns
	Obtains funding commitments		Manages cost-reimbursement contracts
	Prepares procurement requests		Reviews invoices
	Writes statements of work		Inspects and accepts deliverables
	Reviews statements of work		Other (list)
	Processes unsolicited proposals		
	Responds to pre-award inquiries		
	Participates in pre-award conferences		Close-out:
	Conducts technical evaluation of proposals		Writes reports on contractor performance, costs, and tasks performed
	Participates in debriefing/protests		Reconciles payments with work performance
	Other (lists)		Closes-out payments
			Performs cost accounting
Post-award:			Provides assistance to Contracting Officer in settling claims
	Prepares delivery orders		Other (list)
	Reviews contractor work plans		
	Reviews contractor progress reports		
	Monitors government-furnished property		
		Percentage of Time Spent on Contracts Management	
	Monitors cost, management, and overall technical performance of contract after award		%

Continued

Part 2. Grants/Cooperative Agreements Duties	Advises Grants Management Office of potential
---	---

		problems/issues	
Pre-application/Application:		Participates in decisions/actions to ensure	
Prepares solicitation for proposals		successful project completion and in decisions to	
Identifies potential grantees for area of program emphasis		impose sanctions	
Makes initial determinations (whether project is procurement or assistance, whether agency has legal authority, whether applicant is eligible, whether funding is available, etc.)		Approves payments requests or ACH drawdowns	
Provides administrative information to applicants		Reviews requests for modifications, additional funding, etc., and makes recommendations to Grants Management Office	
Determines appropriateness of applicant's workplan/activities/budget and compliance with regulations and guidelines and negotiates changes with applicant		Negotiates amendments	
Assists applicant in resolving issues in application		Reviews Cost/Price/Analysis for recipient contracts/change orders (Superfund only)	
For cooperative agreement, determines substantial Federal involvement and develops a condition for agreement		When necessary, recommends termination of the agreement	
Negotiates level of funding		Resolves with Grants Management Office administrative and financial issues	
Conducts site visits to evaluate program capability		Conducts periodic reviews to ensure compliance with agreement	
Serves as resource to Selection Panel		Other (list)	
Other (list)			
Award:		Close-out:	
Prepares funding package, including Decision Memorandum		Certifies deliverables were satisfactory and timely	
Obtains concurrences/approvals		Provides assistance to recipients and Grants Management Office to ensure timely close-out	
Reviews/concurs in completed document		Reconciles payment with work performed	
Establishes project file		Notifies recipient of close-out requirements	
Other (list)		Obtains legal assistance if necessary to resolve incomplete close-out	
		If project is audited, responds to issues and ensures recipient complies with audit recommendations	
		Other (list)	
Project Management/Administration:		Percentage of Time Spent on Grants/Cooperative Agreements Management	
Monitors recipient's activities and progress			
Reviews reports and deliverables and notifies recipient of comments			
Provides technical assistance to recipients			
Part 3. Interagency Agreements Duties			
Pre-Agreement:		Close-out:	
Plans and negotiates work effort		Monitors cost management and overall technical performance	
Estimates costs		Participates in decisions about project modification/termination	
Obtains funding commitments		Conducts periodic review of Superfund State Contracts payments receipts (Superfund only)	
Prepares commitment notice		Inspects and accepts deliverables	
Writes or reviews scope of work		Other (list)	
Responds to pre-agreement inquiries			
Participates in pre-agreement conferences			
Coordinates with appropriate staff in developing Independent Government Cost Estimates (IGEs)			
Negotiates and ensures execution of Superfund State Contracts (Superfund only)		Reviews final report	
Performs technical evaluation of work plan and budget		Decides on disbursement of equipment	
Prepares funding package and obtains necessary concurrences		Reconciles payments with work performed	
Other (list)		Reviews Superfund State Contracts to ensure full reimbursement (Superfund only)	
		Certifies deliverables	
		Resolves close-out issues with Grants Management Office/other agency	
		Other (list)	
Project Management/Administration:			
Reviews progress reports/financial reports		Percentage of Time Spent on Interagency Agreements Management:	



United States
ENVIRONMENTAL PROTECTION AGENCY
Washington, DC 20460

SF 52 Checklist

SF 52 Request #: _____ Position Title/Series: _____

Entry Grade(s)/Full Performance Level of Position: _____

Functional Title (e.g., On-Scene Coordinator, PO, RPM, Accountant): _____

DIRECTIONS: This form must be completed by the hiring official or supervisor for all personnel actions involving a change in position description (exceeding 180 days) and must be submitted along with the SF 52 Request for Personnel Action.

Is this position one of the following that has been predesignated? Yes ☐ No ☒

If you answered "Yes," please skip all remaining questions, sign and date the form.

- | | |
|---|--|
| <input type="checkbox"/> On-Scene Coordinator (High Risk) | <input type="checkbox"/> Contract Specialist (Moderate Risk) |
| <input type="checkbox"/> Remedial Project Manager (Moderate Risk) | <input type="checkbox"/> Grants Specialist-GS 12 and below (Low Risk) |
| <input type="checkbox"/> RCRA Corrective Action Officer (Moderate Risk) | <input type="checkbox"/> Grants Specialist-GS 13 and above (Moderate Risk) |
| <input type="checkbox"/> Inspector (Moderate Risk) | <input type="checkbox"/> Attorney (Moderate Risk) |
| <input type="checkbox"/> Criminal Investigator (High Risk) | <input type="checkbox"/> Deputy Division Director (High Risk) |
| <input type="checkbox"/> Grants Project Officer (Moderate Risk) | <input type="checkbox"/> Supervisor of High Risk Employees (High Risk) |
| <input type="checkbox"/> Contract Project Officer (Moderate Risk) | |

Directions for Questions 1-13: Answer all "Yes/No" questions. For questions answered "Yes," check all items that apply. Where explanation is requested, attach additional pages if needed.

(1) Requires access to classified or sensitive information or materials: Yes ☒ No ☐

- | | |
|---|---|
| <input type="checkbox"/> Secret | <input type="checkbox"/> Other information that if compromised could cause harm |
| <input type="checkbox"/> Top Secret | <input type="checkbox"/> Audits |
| <input checked="" type="checkbox"/> Personally identifiable information | <input type="checkbox"/> Investigations |
| <input type="checkbox"/> Proprietary information | <input type="checkbox"/> EPA's financial resources/records |
| <input type="checkbox"/> Confidential business information | |

Hazardous or dangerous material (nuclear, biological, or chemical) Yes ☐ No ☒

What hazardous materials are involved? _____

(2) Makes final decisions or authoritative recommendations, including ones that may have a direct effect on health and safety:

Yes ☐ No ☒

(3) Supervision level received:

- ☐ Close supervision
☒ General supervision
☐ Administrative only

Work is reviewed:

- ☐ While in progress
☐ Only after completion

Administrative controls are in place: Yes ☒ No ☐

What are they? Final work product reviewed by supervisor

(4) Obligates the Agency to take action or to spend funds. Yes ☐ No ☒

What actions? _____

What amount of funding? _____

What is the financial limit? _____

SF 52 Request#: _____

(5) Interacts with external contacts in performing duties, and/or represents the Agency to external organizations or citizens:

Yes ☒ No ☐

Communicates with:

- ☐ Individuals
☒ Government-wide audience
☐ Audience beyond government

Communication products involved are:

- ☐ Technical or policy reports
☐ Documents containing sensitive information
☐ Outreach or public relations material
☐ Material posted on the EPA intranet or website

(6) Makes policy: Yes ☐ No ☒

(7) Protects critical infrastructure systems/programs, such as water treatment or other utilities and telecommunications:

Yes ☐ No ☒

What is involved? _____

(8) Directly enforces health regulations and/or protects public safety: Yes ☐ No ☒

(9) Investigates or audits government/other personnel, programs and activities: Yes ☒ No ☐

What personnel, programs and/or activities are involved? 910 Complaints

(10) IT position that creates, programs, administers, or protects government information technology systems, databases or infrastructure: Yes ☐ No ☒

(11) Requires credentials: Yes ☐ No ☒

(12) The scope of this position is:

- ☐ Local
☒ Regional
☐ National
☐ Global

The impact/potential harm this position could cause would be:

- ☒ Internal to EPA
☐ Government-wide
☐ Beyond the government

(13) Other unique or critical characteristics/duties/requirements not covered above? Yes ☐ No ☒

Explain what they are: _____

Naima Halim-Chestnut

Name (Please Print)

Civil Rights Officer

Title

Naima Halim-Chestnut

Signature

7/26/11

Date

PSB Use Only

Risk Designation:



SF 52 Number OPM-11-187 Processed

Personnel Security to: Kyle Barja, Deborah Thomas

08/08/2011 08:49 AM

CC: Josephine Hannah, Tiffany Houser, Ed Chu, SSC_RTP_PSB, Barry
Carrington, Adrienne Kirkland, Dionne McDougal

Dear Kyle Barja,

SF 52 number OPM-11-187 for Lisa Mckinley was received by the Personnel Security Branch (PSB) on August 5, 2011 and released on August 08, 2011. The position was designated as Low Risk.

If you have questions, please contact the PSB office at 202-564-7912.

Sincerely,

Jon Ross, Acting Chief
Personnel Security Branch

REQUEST FOR PERSONNEL ACTION

PART A - Requesting Office (Also complete Part B, Items 1, 7-22, 32, 33, 36 and 39.)

1. Action Requested Reassignment	2. Request Number OPM-11-187
3. For Additional Information Call (Name and Telephone Number) Josephine Hannah, 404-562-8223, Tiffany Houser, 404-562-8146	4. Proposed Effective Date ASAP

5. Action Requested By (Typed Name, Title, Signature, and Request Date)

Edward H. Chu
Edward H. Chu, Assistant Regional Administrator

6. Action Authorized By (Typed Name, title, signature, and Concurrence Date)

Freda M. Lockhart
Freda M. Lockhart, Acting HRO

7/28/11

PART B - For Preparation of SF 50 (Use only codes in FPM Supplement 292-1, Show all dates in month-day-year order.)

1. Name (Last/First, Middle)

McKinley Lisa

2. Social Security Number

00026272

3. Date of Birth

4. Effective Date

FIRST ACTION

5-A. Code 5-B. Nature of Action

5-C. Code 5-D. Legal Authority

5-E. Code 5-F. Legal Authority

SECOND ACTION

6-A. Code 6-B. Nature of Action

6-C. Code 6-D. Legal Authority

6-E. Code 6-F. Legal Authority

7. FROM: Position Title and Number

Environmental Scientist

31156

15. TO: Position Title and Number

Equal Employment Specialist

70434

8. Pay Plan GS	9. Occ Code 1301	10. Grade or Level 12	11. Step or Rate	12. Total Salary	13. Pay Basis PA	16. Pay Plan GS	17. Occ Code 260	18. Grade or Level 12	19. Step or Rate	20. Total Salary/Award	21. Pay Basis PA
12A. Basic Pay	12B. Locality Adj.	12C. Adj. Basic Pay	12D. Other Pay	20A. Basic Pay	20B. Locality Adj.	20C. Adj. Basic Pay	20D. Other Pay				

14. Name and Location of Position's Organization

904437002
EPA, Region 4
Water Protection Division
Clean Water Enforcement Branch
Stormwater & Residuals Enforcement Sec.

22. Name and Location of Position's Organization

90422300
EPA, Region 4
Office of Policy and Management, c/o of Strat. Human Cap Mgmt
Civil Rights Section
Workplace Innovation,

EMPLOYEE DATA

23. Veterans Preference 1 - None 2 - 5-Point 3 - 10-Point/Disability 4 - 10-Point/Compensable 5 - 10-Point/Other 6 - 10-Point/Compensable/30%	24. Tenure 0 - None 1 - Permanent 2 - Conditional 3 - Indefinite	25. Agency Use	26. Veterans Preference for RIF <input type="checkbox"/> YES <input type="checkbox"/> NO
27. FEGLI	28. Annuitant Indicator	29. Pay Rate Determinant	
30. Retirement Plan	31. Service Comp. Date (Leave)	32. Work Schedule FT	33. Part-Time Hours Per 0 Biweekly Pay Period

POSITION DATA

34. Position Occupied 1 - Competitive Service 2 - Excepted Service 3 - SES General 4 - SES Career Reserved	35. FLSA Category E - Exempt N - Nonexempt	36. Appropriation Code 2011 2012 B 04J 202BD4C/100	37. Bargaining Unit Status 8888
38. Duty Station Code 13-0280-121	39. Duty Station (City - County - State or Overseas Location) Atlanta, Fulton, GA		
40. AGENCY DATA 001	41.	42.	43.
44.			
45. EDUCATIONAL LEVEL	46. YR DEGREE ATTAINED	47. Academic Discipline	48. FUNCTIONAL CLASS
			49. CITIZENSHIP 1-USA 8-OTHER
			50. Vietnam Era Vet
			51. SUPERVISORY STATUS N

PART C - Reviews and Approvals (Not to be used by requesting office.)

1. Office/Function	Initials/Signature	Date	Office/Function	Initials/Signature	Date
A. OPM/IO	<i>[Signature]</i>	7/28/11	D.	<i>[Signature]</i>	7/28/11
B. Budget	<i>[Signature]</i>	7/28/11	E. class	<i>[Signature]</i>	8/5/11
C.			F.		
2. Approval I certify that the information entered on this form is accurate and that the proposed action is in compliance with statutory and regulatory requirements.			Signature		Approval Date

CONTINUED ON REVERSE

OVER

1/28/11
7/29/11